

AGENDA

SPECIAL COMMITTEE ON SOLID WASTE ACTIVITIES

February 13, 2006
Aldermen Roy, O'Neil,
Lopez, Osborne, Forest

4:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Roy calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Roy advises that the first purpose of the meeting is organizational in nature, and requests the Clerk to provide a brief overview regarding typical issues addressed by the Committee.
4. Communication from Joanne MacLaughlin, Recycling Coordinator, providing updates relative to solid waste activities.
5. Any other business which may come before the committee.
6. If there is no further business, a motion is in order to adjourn.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

February 6, 2005

Alderman Mark Roy, Chairman
Special Committee on Solid Waste Activities
One City Hall Plaza,
Manchester, New Hampshire 03101


Dear Alderman Roy:

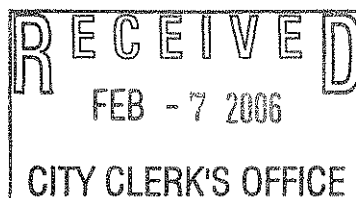
I am writing to update the Committee as to the progress of our Solid Waste activities. As you may remember, during the summer of 2004, the Public Works Director convened a focused cross-section of stakeholders in the City's solid waste program including: the Director, the Deputy Director; the Solid Waste and Recycling Superintendents; two Aldermen from the Special Committee on Solid Waste Activities; a representative from the Mayor's office; and, the City's solid waste consultant, to review its current program and make recommendations for the future of the City's Solid Waste Program. The Committee Report which was accepted by the Board of Mayor and Aldermen is attached, as well as a status report of the recommendations.

The new recycling contractor, Corcoran Environmental Services, begins collection on March 1st. The collection will continue to be dual stream, but will be weekly on the same day as the solid waste collection. Within three years, recycling collection will be single stream, collected in totes.

With the assistance of the Health and Building Departments, we continue in an attempt to enforce the Solid Waste Ordinances. The proposed solid waste compliance position was approved by the Committee on Human Resources, but not funded. We will continue to seek the funding for the position, for we feel a full-time person is necessary to enforce the various solid waste ordinances and assist in keeping the City clean.

Frank Thomas or I will be available for questions for your meeting on Monday, February 13th 2006.

Sincerely,

Joanne MacLaughlin,
Recycling Coordinator



Encl.

Manchester Solid Waste Report

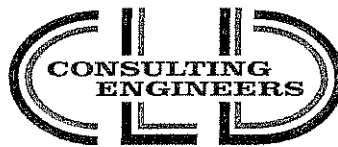
Review of Charrette and Recommendations

Submitted to:



Francis C. Thomas, P.E.
Director of Public Works
City of Manchester
227 Maple Street
Manchester, NH 03103

Prepared by:



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MANCHESTER SOLID WASTE REPORT SOLID WASTE FOCUS GROUP

The City of Manchester (City), through its Department of Public Works (Department), provides solid waste services to its residents and some commercial entities. The City underwent key changes in its Solid Waste Program coincident with the closure of its Landfill in 1996. At that time, the City contracted with Waste Management, Inc. (WM) for municipal solid waste disposal, and recycling and yard waste collection services. Also, the City-operated Drop-Off Facility on Dunbarton Road was constructed and opened.

In light of the fact that the WM contracts are due for renewal, the Department and its Director are reviewing the City Solid Waste Program, evaluating its past choices, and making recommendations for plotting its 21st century course. After almost a decade on its present course, the City has learned a number of lessons, both positive and negative that it wishes to incorporate into its future program.

The City currently provides a high level of comprehensive solid waste services when compared to most municipalities, and taxpayers are getting a great value for the dollars spent on its Solid Waste Program. These services include:

- ◆ Weekly curbside collection of municipal solid waste provided by the City staff. The Department has seen 5% annual increases in solid waste tonnages in the past, yet continues to provide an excellent service with the same equipment and staff resources. The City has a ten-year plus four five-year contract options (total of 30 years) with WM for solid waste transport and disposal services.
- ◆ Bi-weekly curbside collection and recycling of commingled containers, glass, aluminum, tin, plastics 1 and 2, commingled paper, and cardboard by WM. This contract expires December 2005.
- ◆ Bi-weekly and weekly seasonal curbside collection of yard waste by WM. The WM contract expires January 2006, and the last year's options currently need to be acted on (see second Immediate Implementation recommendation).
- ◆ Free bulky material collection service provided to residents by the City staff (mattresses, couches, etc.), with disposal provided by WM. There have been no limitations on these free services to date and the program is being heavily used by owners of multi-family dwellings and property managers.
- ◆ Seven day collection of refuse (all materials) in the Downtown Toter Collection Zone (see City Ordinance as Attachment A and 7 Day Downtown Toter Collection Zone Map as Attachment B).
- ◆ Metals and appliance pick up by City staff (see Fee Schedule Exhibit as Attachment C).
- ◆ Municipally-operated Drop-Off Facility services:



- ✓ Recycling of commingled containers, commingled papers, and cardboard at no charge.
- ✓ Disposal of bulky material, construction and demolition debris, and yard waste (\$0.075 per pound, with WM disposal).
- ✓ Recycling of metals, appliances, propane tanks, and computers and televisions for a fee.
- ✓ Recycling of automotive tires and batteries, and used oil at no charge.
- ✓ Goodwill drop-off for clothing.
- ✓ Free recycling bins.
- ✓ Sale of toters.
- ✓ Two annual Household Hazardous Waste Collection Events.

Operating these services for nearly a decade since the Landfill closed has provided a number of lessons learned and made it very clear that the City must clearly define its customer base to manage future costs. For this and a number of reasons, the Public Works Director convened a focused cross section of stakeholders in the City's Solid Waste Management Program, including the Director, the Deputy Director, the Solid Waste and Recycling Superintendents, two Aldermen from the Aldermanic Solid Waste and Recycling Committee, a representative from the Mayor's Office, and the City's solid waste consultant, to review its current program and make recommendations for the future of the City's Solid Waste Program.

The Solid Waste Focus Group recommends the following actions:

Immediate Implementation (by the end of FY 2005)

- Continue the residential municipal solid waste curbside collection program provided by City staff due to the high level of cost effective services provided the residents of Manchester. Long-term, environmentally safe disposal of solid waste at a reasonable price is critical to a municipality. Therefore, it is recommended to stay the course with the existing WM Transfer and Disposal Contract and to renew it in 2006 for the first of four available five-year options.
- The City should exercise its last one-year option with WM for both recycling and yard waste services. This will allow City staff an appropriate amount of time to develop an all encompassing Request for Proposals (RFP) for these services.
- A RFP should be developed for recycling and yard waste services. This procurement should request proposals to maintain the present level of services, and as an alternative, weekly collection of recyclables; and, as a further permitted alternative suggestions of ways of increasing the recycling participation rate and/or reducing solid waste costs.
- Augment Saturday Drop-off Hours by remaining open from 7:00 a.m. to 4:00 p.m., instead of the current 7:00 a. m. to 11:00 a.m., on the first and third Saturdays of the month.
- Permit toter use by small commercial establishments and small non-profit organizations. These entities will be allowed to purchase and use up to two toters provided they also recycle.



Short-Term Implementation (by the end of FY 2007)

- Define a list of City customers and non-customers, similar to Attachment D, obtain Board of Mayor and Aldermen approval of this list of customers, and define a preliminary implementation schedule to conform City services to this list of customers. This list should be developed as a database that can be easily referenced and managed.
- Make the use of toters mandatory for the Downtown Toter Collection Zone (see City Ordinance as Attachment A and 7 Day Downtown Toter Collection Zone Map as Attachment B).
- A recycling program should be developed for the Downtown District. This program could initially begin by recycling cardboard and eventually transition into collecting containers of commingled recyclables. These services should be included in the RFP for recycling and yard waste services, but potentially could be initially started by utilizing existing Highway Department resources.
- Bulky waste collection of household items (furniture, etc.) will be restricted to two free pick-ups per property per year. Properties requiring additional pick-ups in any given calendar year will be charged for these services (charges will be developed). The collection of "white goods" for the established fees will continue, but the fee schedule will be periodically reevaluated. Properties will continue to have the option of bringing bulky items to the Drop-Off Facility (annual \$5 permit and \$0.075 per pound).
- Create an enforcement position(s) for solid waste oversight utilizing fees generated from the modified bulky waste collection program and/or solid waste user fees.
- Develop a proposal to provide free residential disposal of yard waste at the Drop-Off Facility. The RFP for recycling and yard waste services should consider this expanded service. Commercial businesses will continue to be charged the established fee of \$0.075 per pound.
- Move to a weekly single-stream-recycling program with collection on the same day as refuse collection. The RFP for recycling and yard waste services should consider this proposal.

Longer Term Implementation

- Develop and implement a user fee for solid waste collection and disposal services. Integrate the use of toters into a "Pay-As-You-Throw" program.
- With the customer base established under the "Short-Term Implementation" recommendations, define an implementation plan to address the customer list identified in Attachment D. Implementation of this proposal may raise the greatest concerns due to a loss of an existing service. Therefore, there may be a need to assist in defining dumpster locations and/or arranging for private sector services for residential properties over six units.



- Continue to review and evaluate integration of customer friendly waste reduction strategies into the City's Solid Waste Program. Industry trends will continue to be in the direction of increased disposal costs and reduction/reuse/recycling innovations. The City must continue to be in front of these trends.



SOLID WASTE FOCUS GROUP

- ◆ Frank Thomas, P.E., Public Works Director
- ◆ Kevin Sheppard, P.E., Deputy Public Works Director
- ◆ Robert Neveu, Solid Waste Superintendent
- ◆ Joanne McLaughlin, P.G., Recycling Coordinator/Superintendent
- ◆ Armand Forest, Alderman Ward 12, Chairman of City Solid Waste and Recycling Committee
- ◆ Mark Roy, Alderman Ward 1, Solid Waste and Recycling Committee
- ◆ Mike Colby, Assistant to the Mayor
- ◆ Ken Rhodes, P.E., City Solid Waste Consultant, CLD Engineering/Discussion Moderator



Manchester, NH Code of Ordinances

§ 91.62 REGULATIONS AUTHORIZED.

The Public Works Director and the Health Officer are hereby authorized to promulgate such rules and regulations as may be necessary and convenient to effectuate the purposes and requirements of this chapter.

(Ord. passed 4-16-02)

§ 91.63 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AUTHORIZED PRIVATE RECEPTACLE. Litter storage and collection receptacle as required and authorized by this chapter.

DOWNTOWN TOTE COLLECTION ZONE. An area bounded by Dow Street and Myrtle Street at the north, Lake Avenue and West Auburn Street at the south, Chestnut Street at the east and Hampshire Lane at the west.

DUMPSTER. A large sturdy metal container, with a capacity exceeding two cubic yards, for the collection of rubbish or garbage, designed to be emptied or transported to a dump by a specially designed truck.

GARBAGE. All putrescible waste material including, but not limited to, wastes resulting from the handling, preparation, cooking and consumption of food. GARBAGE shall not include market, industrial, yard, hazardous, infectious, and/or radioactive waste.

HEALTH AUTHORITY. The Health Officer of the city or his designated representatives.

LITTER. Garbage and rubbish as defined herein and all other waste material.

MULTI-FAMILY DWELLING. Any building or structure used and occupied for human habitation or intended to be so used which contains more than two suites of one or more rooms each suite having facilities for regular cooking.

PARK. Any park, reservation, playground, beach, recreation center or other public area owned or used by the city and devoted to active or passive recreation.

PRIVATE PREMISES. Any dwelling, house, building, or other structure designed or used, either wholly or in part, for private purposes and regardless of whether or not the premises are inhabited or temporarily or continuously vacant. Such premises shall include any yard, grounds, walk, driveway, porch, steps, vestibule, or mailbox belonging or appurtenant thereto.

PUBLIC PLACE. Any public building, park, square, space, grounds, street, sidewalk, boulevard, alley or other public way.

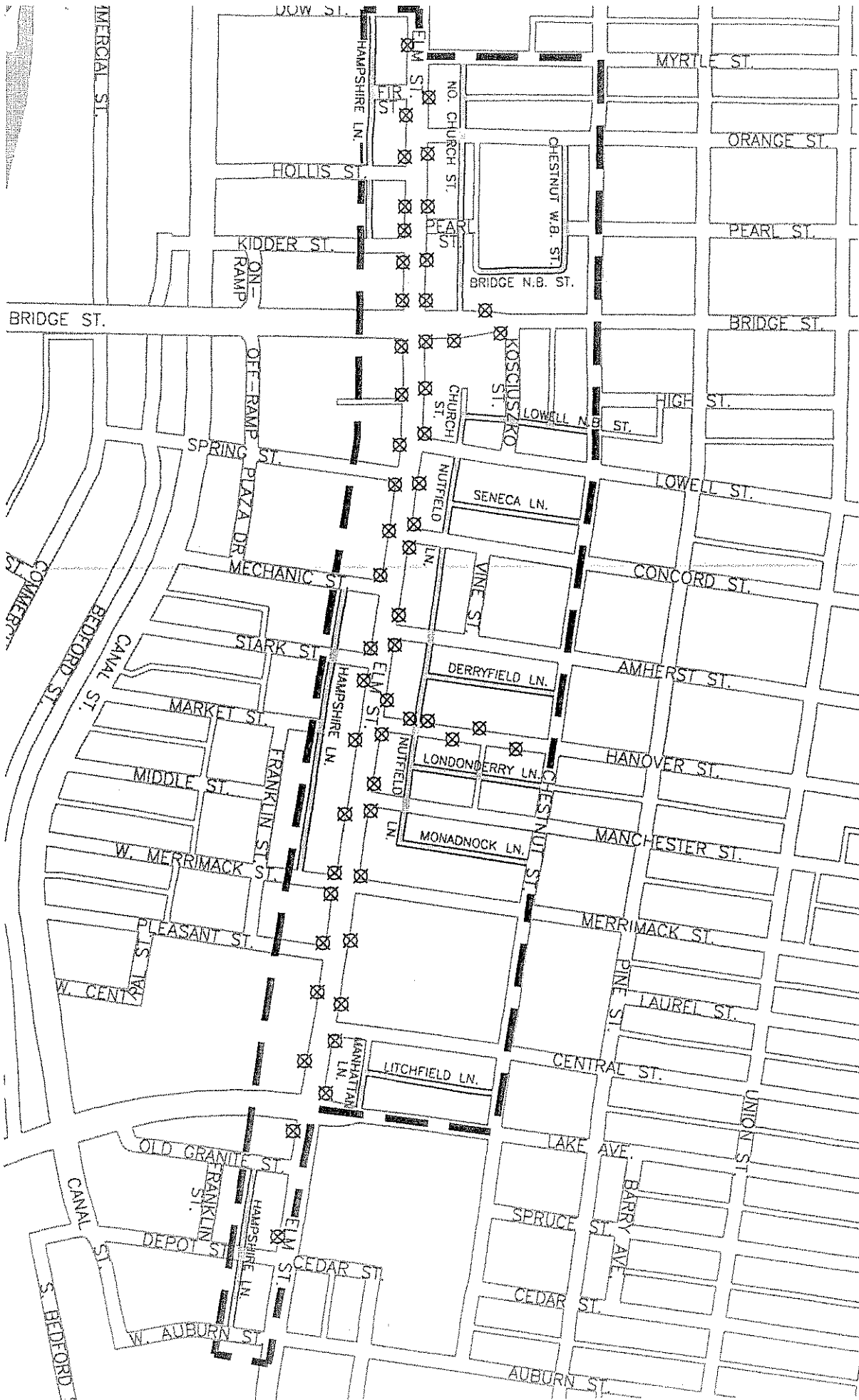
RUBBISH. All nonputrescible waste material including, but not limited to, paper, cigarettes, cardboard,

ATTACHMENT B

7 DAY DOWNTOWN
TOTEY COLLECTION ZONE
MANCHESTER HIGHWAY DEPT.
TITLE 9 - SECT 91.63

7 DAY REFUSE
PICKUP ROUTES
DISTRICT BOUNDARY
TRASH RECEPTACLE

NORTH
SCALE
N/A





ATTACHMENT C

DROP-OFF FACILITY FEE SCHEDULE

Annual Permit Fee – Residential and Commercial	\$ 5.00
Recyclables	No Charge
Commingled containers (plastics 1 and 2, tin, steel, aluminum, and glass)	
Mixed paper (newspapers, magazines, junk mail, paperboard, egg cartons)	
Cardboard	
Automotive Recyclables	
Tires, off the rim; car batteries	No Charge
Used oil, in one-gallon containers or smaller	No Charge
Tires from commercial customers	\$ 2.00 each
Rechargeable Batteries	No Charge
Nickel Cadmium, Nickel Metal Hydride, Lithium Ion	
Computers, Computer Monitors, Televisions	\$ 0.075 per pound
Electronics are de-manufactured	
Construction and Demolition Material	\$ 0.075 per pound
All material must be off-loaded by hand. No dump bodies.	
Municipal Solid Waste, Yard Waste (4-feet or less) and Scrap Metal	\$ 0.075 per pound
Propane Tanks – 20 lbs., with valve on	\$ 5.00
Appliances	
Stove, dishwasher	\$10 per item delivered, \$20 for pick-up
Refrigerator, freezer, air conditioner	\$15 per item delivered, \$25 for pick-up
Prepaid pick-up by the City, by appointment, 624-6444	
Goodwill Industries Collection Center	No Charge
Good, clean clothing, shoes, belts, and purses	
Toters	
65-gallon	\$42
95-gallon	\$45

**HAZARDOUS WASTES ARE ACCEPTED ON THE
SECOND SATURDAY IN MAY AND OCTOBER, 9:00AM – 2:00 PM**

The Resident Drop-Off Facility is open weekdays from 7:30 am to 3:00 pm, and the
1st and 3rd Saturdays of the month from 7:00 am to 11:30 am.

ATTACHMENT D
LIST OF CUSTOMERS AND NON-CUSTOMERS

Solid Waste Program Customers

- ✓ Single-Family Residential
- ✓ Multifamily Residential, Small (6 units or less)
- ✓ Commercial Properties, Small (limited by two toters and controlled recycling)
- ✓ City Buildings
- ✓ Churches, Small (limited by two toters and controlled recycling)

Solid Waste Program Non-Customers

- ✓ Multifamily Residential, Large (greater than 6 units)
- ✓ Commercial Properties, Large
- ✓ Industrial Properties
- ✓ School Properties
- ✓ Private Streets (see Note 1)
- ✓ Private Schools
- ✓ Manchester Housing Authority (MHA) Properties (see Note 2)

Note 1: After discussion, it was agreed that private streets really are a subcategory of the residential component of the program. Single and multifamily condominiums should be reviewed in light of the six-unit dividing line.

Note 2: Similar to private streets, MHA properties should be reviewed in light of the overall residential rules.



ATTACHMENT E
LIST OF SERVICES AVAILABLE TO CITY CUSTOMERS

- ✓ MSW Collection
- ✓ MSW Disposal (RSA 149-M:17)
- ✓ Recyclable Collection
- ✓ Recyclable Handling/Disposal
- ✓ Yard Waste Collection
- ✓ Yard Waste Disposal
- ✓ Miscellaneous Materials
- ✓ Drop-Off Facility

